

Shift Setting

- 1) Press [MENU] to enter the main menu, [▼] to select “Attend. Rules” → "Shift".
- 2) Press [▼] to select the shift and press [OK] to enter the modification interface.
- 3) Press [▲/▼] to move the cursor to a desired option and enter the commute time.

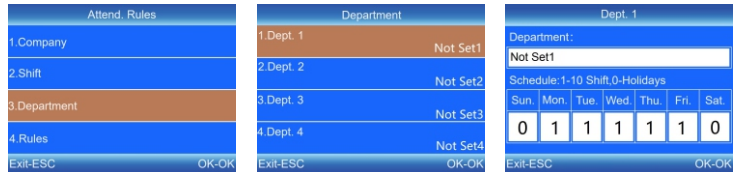


Tips: The [MENU] key is used as the "delete" key. After deleting everything in the entry box, it shows "--". All shifts support the cross-day setting. The default setting is shift 1.

Department Setting

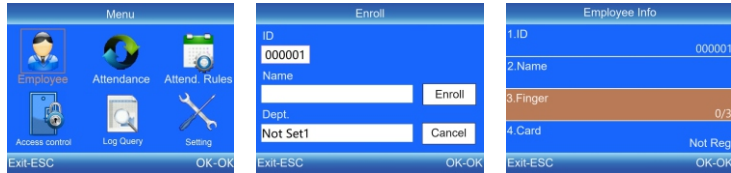
Users can edit the department names (16 departments can be set at most.).

- 1) Press [MENU] to enter the main menu. Press [▼] to select "Attend. Rules" → "Department".
- 2) Press [▼] to select the department and press [OK] to enter the modification interface.
- 3) Enter the department name in the entry box. Press [OK] to save the name.
- 4) Press [▲/▼] to move the cursor to a desired option and enter the shift number.



Employee Enroll

- 1) Press [MENU] to enter the main menu, press [▼] to select “Employee” → “Enroll”, and press [OK] to enter the interface of “Enroll”.
- 2) Input the ID, name and department, and select “Enroll” to enter the interface of “Employee Info”.
- 3) Press [ESC] to save after setting the fingerprint, card number, password, and authority as required.



ID:

Enter an employee ID. It supports only numbers.

Name:

Enter a name. It supports a mix of numbers, letters, and symbols.

Finger:

Enroll a fingerprint by press the fingerprint collector three times with the same finger.

Card (Optional) :

Enroll a ID Card by swiping the card near the reading area.

Password:

Enroll the password; It supports 1-6 digits of numbers.

Department:

Press [OK] to select a department from the list.

Authority:

Press [OK] to select the authority between Employee and Admin.

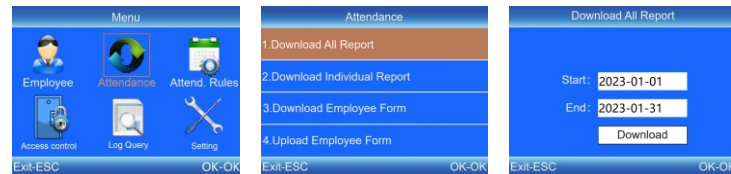
Attendance Rules

- 1) Press [MENU] to enter the main menu, press [▼] to select "Attend. Rules" → "Rules", and press [OK] to enter the interface of "Rules".
- 2) Press [OK] to save the settings after setting the rules.



View Attendance Report

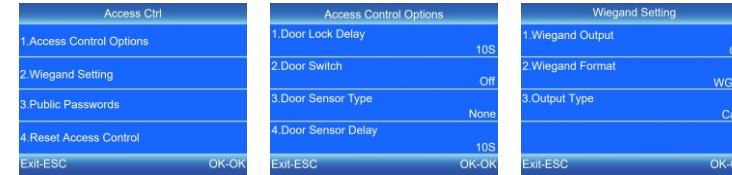
- 1) Insert the U disk into the USB interface of the device.
- 2) Press [MENU] to enter the main menu, and press [▼] to select "Attendance".
- 3) Press [▼] and [OK] to select the item to be downloaded.
- 4) Enter the start and end dates then press [OK] to downloading.



Tips: The "Employee Form" enables the registration of employee information, shift settings, and assigning shifts to employees. After setup, it can be uploaded to the device via USB. Please use a U disk in FAT32 format.

Access Control Setting

Press [MENU] to enter the main menu, press [▼] to select “Access Ctrl”, and press [OK] to log in the interface “Access Ctrl”.



Access Control Options:

Set parameters such as door locks, door magnets, switches, alarms, etc..

Wiegand Setting:

Set Wiegand output parameters. It supports Wiegand 26 and Wiegand 34 formats.

Public Passwords:

Set a public password, only used for opening doors, not for attendance.

Reset access control:

Restore access control settings to default values.

All of the contents in this document have undergone careful examination, and please consult us for any misprint or misunderstanding concerned.

Notes: All possible technical improvements in the product will be incorporated into the new version of manual without prior notice. Changes in the appearance and color shall be subject to the actual product.

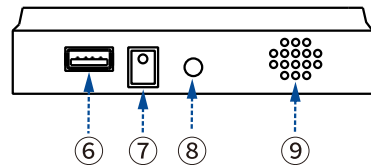
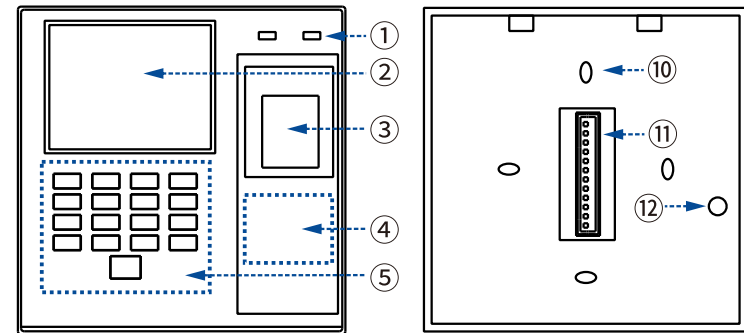
Fingerprint Access Control Terminal Quick Start Guide

V1.0



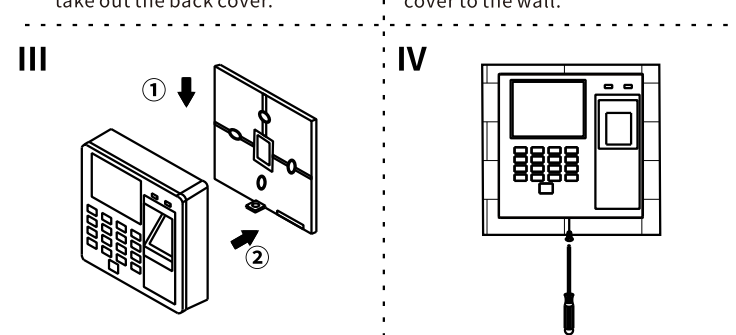
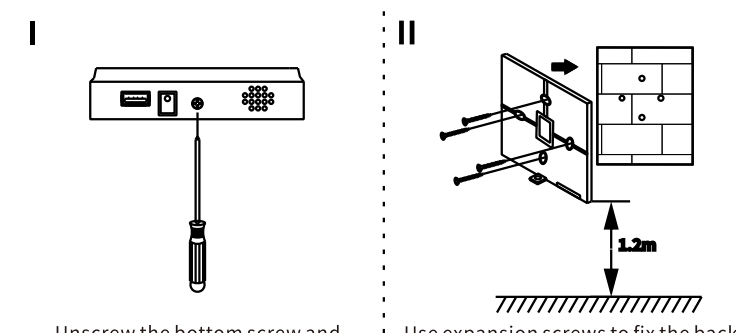
Dear users, Thank you for choosing our product. We will provide you with quality products and considerate services. For your better use of this product, please read through this manual carefully before use.

Device Appearance



① Pilot Lamp	⑦ Reset Hole
② 2.4-Inch Display	⑧ Screw Hole
③ Fingerprint collector	⑨ Speaker Hole
④ Card Reading Area (Optional)	⑩ Screw Hole
⑤ Key	⑪ Connecting Terminal
⑥ USB Port	⑫ Anti-removal Button

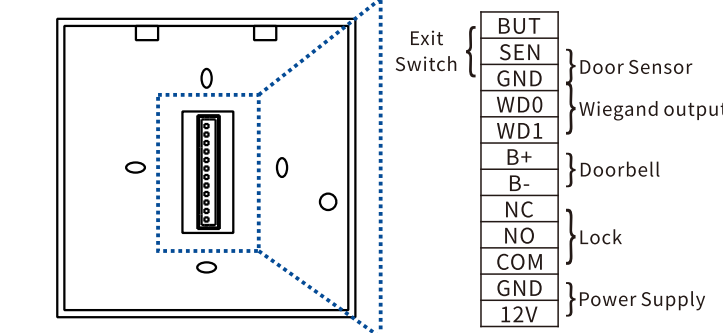
Installing the Device



Connect the wires according to the instructions and fix the device on the back cover.

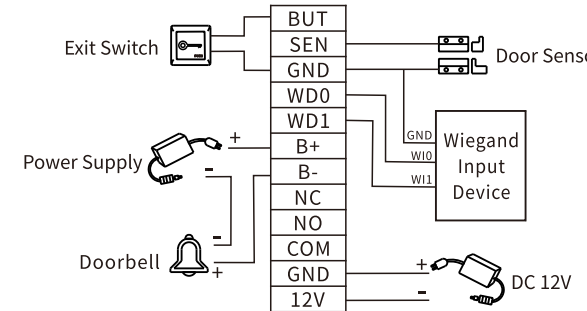
Tighten the screws at the bottom of the device to complete the installation.

Access Control Interface



Connectivity Peripheral

The device can be connected to door switches, door sensor, door locks, doorbells, and Wiegand devices.

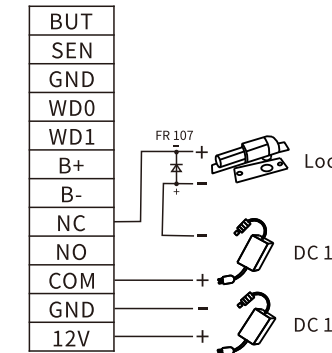


Connection to Door Lock

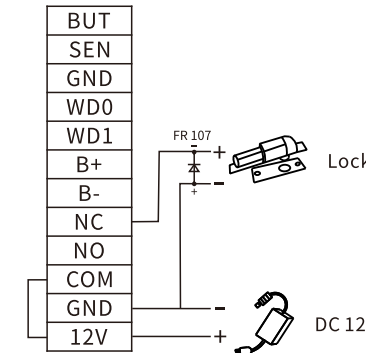
This device supports normally open lock or normally closed lock. Normally open lock is connected to NO/COM terminal. Normally closed lock is connected to NC/COM terminal.

For example: Normally closed lock wiring

1) Different power supplies:



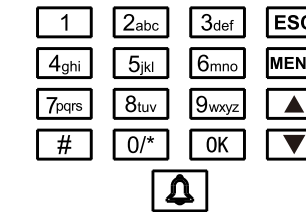
2) Shared power supply:



Recommended Steps for Initial Use

Shift Setting → Department Setting → Attendance Rules → Employee Enroll
→ Employee Attendance → View Attendance Report → Access Control Setting

Keypad Instructions



MENU Enter the menu (Functions as the 'Delete' key during editing).

ESC Cancel or exit the current settings.

OK Confirm the current settings.

▲/▼ Move the cursor up or down.

0-9 Input numbers, letters or symbols.

Password verification / Switch input method

🔔 External Doorbell Button